

GGFT Seasonal Dispatcher Job Description Salary: \$17.69/hour

Distinguishing Features of Position: Work involves responsibility to monitor and maintain proper operation of trolley and bus schedules (primarily during summer months) along with a variety of office record-keeping and essential communication for a public transportation system. Work is performed under general supervision with leeway allowed for use of independent judgment for carrying out specific details of the work. Supervision is exercised over drivers. Does related work as required

Typical Work Activities: (Examples only)

- Monitors base radio and mobile units to stay in contact with drivers regarding road conditions, detours, traffic, passenger questions and issues, schedule delays and related.
- Answers public information telephone. Provides transit information to the public regarding use of the transit system, fares, schedules, etc.
- Monitor's/reviews driver paperwork and recordkeeping.
- Answers calls regarding driver absenteeism and calls for substitute drivers as needed.
- Assists generating any appropriate response in emergency situations.
- May operate a bus/trolley when necessary
- Other related duties as necessary

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of basic office terminology, procedures and equipment; good knowledge of vehicle and traffic laws and safe driving practices – especially as they relate to buses; working knowledge of the geography of the GGFT service area; ability to plan and schedule the work of others; ability to get along well with others; ability to operate a 30 foot long public transit bus; sound professional judgement; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or possession of an equivalency diploma and one year of relevant experience with an office involved in transportation service

Special Requirement:

Possession of an appropriate NYS commercial driver's license with NYS 19-a certification at the time of appointment. License must be maintained throughout term of employment.

Work Schedule:

Primary period Late June through Labor Day, some additional Saturday dates may be available beginning Labor Day weekend in spring and then after Labor Day through September.

Minimum work schedule - Saturdays and Sundays 10:00am – 9:00pm with 1.0 hr lunch (20hrs/wk). *Additional Optional Work Available - Weekdays 4:00pm – 10:00pm (at least one weekday per week – i.e. Mondays – preferred – up to 18 additional hours (3 days) per week available)* Optimal schedule – Saturday to Wednesday

Applications available @ City Of Glens Falls c/o HR Department 42 Ridge St. Glens Falls, NY